

**The City of Kirkland Parks & Community Services
Request for Proposal (RFP)**

**Kirkland Tour Dock RFP 2012-15
Job Number 37-11-PK**

Purpose

The City of Kirkland Parks & Community Services (KPCS) is accepting proposals from Commercial Tour Boat Companies interested in utilizing dock space at the Kirkland Marina for commercial tourism use. Each proposal must clearly identify the intent of use and the amount of space needed for operations.

RFP Selection Process Schedule

The Department's proposed schedule for review of the RFP submittals and final selection of the Contractor is as follows:

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|------------------|--|
| November 2 | - RFP Packages available |
| November 16 | - Deadline for questions (5:00 pm) |
| November 21 | - RFP Submittals Due: 4:00 PM |
| November 29 - 30 | - Evaluation Panel reviews and scores RFP Submittals |
| December 6 | - Interviews – If needed; optional by Department |
| December 9 | - Contract awards |

RFP Submittal Deadline

Proposals are due in the office of the City's Purchasing Agent by **4:00 pm, PST, November 21, 2011**. Proposals may be submitted in Word or PDF format by e-mail to purchasing@ci.kirklandwa.gov (Do not submit proposals as a Zip file or as an email and attachment exceeding 10MB.)

Sealed proposals (original and two copies) submitted by mail or courier should be addressed to:

City of Kirkland
Attn: Purchasing Agent, 37-11-PK
123 5th Avenue
Kirkland, WA 98033

RFP Requirements

Please note the following general requirements are mandatory to all proposals. Proposals submitted after the deadline date or lacking one or more of the following requirements will not be accepted.

- Proposals should be prepared simply, providing straight forward concise descriptions of bidders' capabilities to satisfy the requirements of the request.
- If sent as an email attachment proposals must be sent as PDF or Word document and cannot exceed 10MB.
- Legal name of organization, firm, individual of those submitting the RFP. Include Address of principle place of business; phone numbers; primary person to contact
- Provide all references and materials required by the RFP instructions.
- If clarification is required, submit questions in writing or by e-mail to the Business Services Programs Manager at the addresses provided herein prior to 5:00 pm on November 16th. Please allow at least one business day for responses.
- If mailed, clearly mark the exterior of the RFP package – **"Tour Dock Proposal 37-11-PK"**.
- All proposals become the property of the City of Kirkland.

Site Information

Kirkland Tour Dock; located in Marina Park, 25 Lake Shore Plaza. All applicants are encouraged to visit the site prior to submitting a proposal.

Tenant Improvements

Please submit proposals for building or dock improvement or building or dock development for the site (or both). Please include visual concepts or drawings to guide us through your proposal easily. Technical designs and plans are not needed at this time.

Please note that any modifications or improvements required either by King County Public Health or the City of Kirkland Building Department or any modifications or improvements desired by the bidder shall be installed at the sole expense of the bidder and requires advance written approval from the Kirkland Parks and Community Services staff. It is the responsibility of the bidder to obtain all applicable permits needed to install the modifications or improvements. The modifications and improvements shall become the property of the City of Kirkland upon completion of installation; provided that the bidder shall be entitled to utilize the modifications and improvements in accordance with this Agreement while this Agreement is in effect.

Proposals

Please include with each submission:

- **Qualifications:** Please include business experience; how long has this organization been in business; descriptions of businesses, numbers of employees.
- **Proposal and plan:** In addition to building improvements
 - Please provide a business plan
 - Please present detailed information on the firm's proposed fee schedule for specifications proposed and any variation for non-routine services, inclusive of Washington State sales tax; leasehold excise tax and any other applicable governmental charges.
 - Please provide a statement outlining how contractor will document and report revenues and expenditures.
 - Please detail the proposed revenue to be paid to the City.
- **Examples of relevant projects:** Please provide information about similar projects or clients for whom you have completed projects with.
- **References:** Please provide three financial or business references. These could include financial institutions, suppliers, insurance companies, clients, etc. Please do not use the same references for both Client References and Business References.

Questions regarding the scope of work may be directed to Mike Metteer, Business Services Manager, at mmetteer@kirklandwa.gov or 425-587-3380.

Contractor Requirements

If your proposal is accepted, the following fees will be due upon issuance of your use permit:

- Insurance: Contractor shall obtain and maintain for the duration of this agreement, policies of comprehensive general liability with combined single limits of not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate with an insurer having no less than a Best's rating of A VII and authorized to do business in the State of Washington. A \$2,000,000 products/completed operations aggregate is required for contractors that prepare food. The insurance policy shall be written on an occurrence basis. The City shall be named as an additional insured and a copy of the endorsement naming the City as an additional insured shall be attached to the Certificate of Insurance. Certificate of Insurance shall be filed with the City prior to vendor providing services.
- Compliance with law/business license: The Contractor shall comply with all applicable State, Federal and City laws, ordinances, regulations, and codes. Contractor must obtain City of Kirkland business license or otherwise comply with Kirkland Municipal Code Chapter 7.02

PROCESS

A panel will review the qualified Bids and qualifications as submitted in this RFP process. The panel will score the RFP submittals, determine the highest qualified applicants, conduct interviews as necessary, and make a final recommendation to the Parks and Community Services Deputy Director regarding the award.

SELECTION

Upon completion of interviews the successful bidders will be required to sign contracts, submit business licenses and insurance requirements.

Contract will be awarded for a three year term.

The successful bidder will be expected to abide by all City of Kirkland Ordinances, Park rules, business licensing, Public Health food service requirements and Washington State Liquor Control Board requirements.

The successful bidder understands and agrees that KPCS will only grant space by the contract, and not lease. Contract(s) will only confer permission to occupy and use the premises for described purposes. A successful bidder's expenditure of capital and/or labor in the course of use and occupancy will not confer any interest or estate in the premises by virtue of said use, occupancy and / or expenditure of money thereon. KPCS will only grant successful bidders ("Contractors") an individual, revocable and non-transferable privilege of use in the premises for the concession granted.